WorkFirst Job Logs

Steps to Success East Service District

✶ **Mandatory Job Log Review**
Mondays at 1:00 in Rm. 137-S
(Check monthly calendar for changes)

For the week of (Monday's Date):_____ **CM:** _____ **Advisor:** _____

Name: _____ **SSN:**_____
(Leave blank until submitted)

Applications—apply for at least 10 jobs per week: (2 hours credit per job applied*)

Date	Job Title	Company Address & Phone/Fax/Email	Contact Person	Matching Resume?	Planned follow-up
9/15	Customer Service	Sample Industries 1415 SE 122nd Ave 503-222-4444	Judy Sample	Yes	Call back on 9/21
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					

TOTAL HOURS: _____   *Client must be able to provide verification of jobs applied for (i.e. a copy of an application, printed email, business card, etc.)*   (OVER) ➡

ADDITIONAL WEEKLY REQUIREMENTS

1. Job Log Review--Monday 1:00-4:00 in Rm. #137-S (3 hours credit)
　　Date Attended: _____　　　Staff Signature: _____

2. Attend WorkFirst Lab—Wednesday & Thursday 1:00-3:00 Rm. #133-S (2 hours credit per day)
　　Wed. Date Attended: _____　Staff Signature: _____
　　Thur. Date Attended: _____　Staff Signature: _____

3. Meet w/Career Specialist in a 1-on-1 check-in appointment (1 hour credit)
　　Meeting Date: _____　　　Staff Signature: _____

TOTAL HOURS: _____

Follow Up—from previous week's applications: (1/2 hour per call or visit)

Date	Job/Position	Company & Phone	Person you spoke w/	Results
1.				
2.				
3.				
4.				

TOTAL HOURS: _____

Cold Calls—refer to cold call script if possible: (1/2 hour per call)

Date	Company/Phone	Name of person	Results	Planned follow-up
1.				
2.				
3.				
4.				

TOTAL HOURS: _____

Special Projects or Additional Job Search/Assignments: (3 hours per project)
Projects could include: Interviews, getting photo ID or SS card, attending job club, resume appointment, attending a job fair, employer panel, registering with a placement agency, or other employment related projects as assigned.

Date	Special Project Done
1.	
2.	
3.	

TOTAL HOURS: _____

_____　　　_____
Client Signature & Date　　　　Staff Signature & Date

STAFF ONLY　Class Hours in TRACS _____　+　Job Log Hours _____　= **Grand Total** [ ]